**INDIANA DEPARTMENT
OF ENVIRONMENTAL MANAGEMENT**

OFFICE OF LAND QUALITY

HAZARDOUS WASTE
ANNUAL MANIFEST REPORT

FORMS AND INSTRUCTIONS

October 2015

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BACKGROUND, PURPOSE, AND AUTHORITY

In March 2000, Indiana's General Assembly passed a bill which affected several hazardous waste manifest requirements. In addition, the bill established an annual report which must be submitted to IDEM, on forms provided by IDEM. These changes took effect January 1, 2001.

The annual manifest report was implemented to provide IDEM with the same information that was received when copies of the manifests were being submitted to the state. This information is used to gain an improved understanding of the hazardous waste shipment activities and measure the quality of the environment, which in turn will allow IDEM to better target its technical assistance efforts.

IC 13-22-4.3-1 requires all Indiana small quantity generators (SQGs), large quantity generators (LQGs), and treatment, storage, and disposal (TSD) facilities to submit the annual manifest report. Conditionally exempt small quantity generators (CESQGs) that for any one calendar month generate more than 100 kilograms (220 pounds) or accumulate on-site at any time more than 1,000 kilograms (2,200 pounds) of hazardous waste are also required to complete and submit the annual report to IDEM.

The annual manifest report summarizes a company's hazardous waste manifest shipments that are sent and/or received. SQGs (also CESQGs over their generation or accumulation limits) are required to submit the annual report by March 1st of each year. LQGs and TSD facilities are required to submit the Hazardous Waste Biennial Report, required by the US EPA, on the years they are due and the IDEM annual manifest report on the other years.

REPORTING OVERVIEW

DESCRIPTION

The Annual Manifest report documents the types and amounts of RCRA hazardous wastes that are shipped off-site, and/or received from off-site.

DATE DUE

- Reports must be postmarked by March 1.
- Extensions until April 1 may be granted. Send your request to olqregulatoryreporting@idem.in.gov and specify the reason for the request. Extension requests received on or after March 1st will not be considered.

REGULATORY CITATIONS

Annual Manifest report:	IC 13-22-4-3.1
Biennial Hazardous Waste report:	329 IAC 3.1-7-14, 329 IAC 3.1-9-1, 329 IAC 3.1-10-1

WHO MUST FILE AND WHICH REPORT MUST BE SUBMITTED

SMALL QUANTITY GENERATORS - ANNUAL MANIFEST REPORT

- Any facility that was a small quantity generator at least one month of the year, but was not a large quantity generator any month during the year, must submit the Annual Manifest report.
- Conditionally Exempt Small Quantity Generators (CESQGs) that for any one calendar month generate more than 220 pounds or accumulate on-site at any time more than 2,200 pounds of hazardous waste will also be required to complete and submit the Annual Manifest report.

Report year	Date due	Forms required	Report Required
Every year	March 1, every year	ID, OS	Annual Manifest Report

LARGE QUANTITY GENERATORS - BIENNIAL HAZARDOUS WASTE REPORT OR ANNUAL MANIFEST REPORT

- Any facility that was a large quantity generator (LQG) at least one month of the year must submit either an Annual Manifest report OR a Hazardous Waste Biennial report depending on the year.

Report year	Date due	Forms required	Report Required
Odd numbered years	March 1, even year	ID, GM , OI	Biennial Report
Even numbered years	March 1, odd year	ID, OS	Annual Manifest Report

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TREATMENT, STORAGE, DISPOSAL FACILITIES – BIENNIAL REPORT OR ANNUAL MANIFEST REPORT

Any facility that was a permitted treatment, storage, or disposal facility during the report year must submit either an Annual Manifest report OR a Hazardous Waste Biennial report depending on the year.

Report year	Date due	Forms required	Report Required
Odd numbered years	March 1, even year	ID, WR, OI	Biennial Report
Even numbered years	March 1, odd year	ID, WG	Annual Manifest Report

IF YOUR FACILITY WAS NOT AN LQG, SQG, OR TSD DURING THE REPORT YEAR

- If your facility was not an LQG, SQG, or TSD facility in any month of the report year no report is required.
- **HOWEVER**, if you received a reporting reminder in December you **MUST** complete and return the Handler ID form to the Office of Land Quality.
- This is necessary so that we can update our records to reflect that you did not owe a report.
- Even if the business is no longer active, the entire report is required if the facility acted as an SQG or LQG in any one month.

HANDLER IDENTIFICATION FORM

THE HANDLER ID FORM IS REQUIRED TO BE SUBMITTED BY ALL SQGs, LQGs, TSDs, AND ANY FACILITY THAT RECEIVED A REMINDER NOTICE IN DECEMBER.

- The ID form should be reviewed, corrections made if needed, signed and submitted with the rest of the report.
- The ID form is <u>NOT</u> the entire report.
- If you did not receive an Indiana Hazardous Handler Identification form you may request one from http://www.in.gov/surveytool/public/survey.php?name=HW_Handler_ID .

ELECTRONIC REPORTING

ALL REPORTS SHOULD BE SUBMITTED ELECTRONICALLY

- The ARM Easitrak software should be used to file electronic reports. This is located at www.arminc.net
- The Handler ID form and the Declaration of Electronic Submittal form must be sent in hard copy.
- They should be sent at the same time and <u>after</u> you submit the report on line.
- The Site Identification form from the software should <u>not</u> be sent in place of the Handler ID form.
- Complete instructions are available at http://www.in.gov/idem/landquality/2373.htm.

FORMS AND INSTRUCTIONS

- If you are unable to file electronically, paper forms are available at http://www.in.gov/idem/5157.htm.
  Complete instructions for the Annual Manifest report, the Biennial Report, and ARM Easitrak are also located on the website and should be carefully reviewed before completion of the reports.

ASSISTANCE   **SEND FORMS TO:**

                                                       Indiana Dept of Environmental Management
317-233-0066; olqregulatoryreporting@idem.in.gov   Office of Land Quality; Regulatory Reporting Section
Yuliia Sheron: 317-233-4624; ysheron@idem.in.gov   100 North Senate Avenue, Room 1101
                                                       Indianapolis, IN 46204-2251

WHO MUST COMPLETE THE REPORT

SMALL QUANTITY GENERATORS

If your facility acted as a Small Quantity Generator (SQG) of hazardous waste in any one month during the report year (but not as an LQG in any month) you are required to submit an Annual Manifest Summary report each year.

LARGE QUANTITY GENERATORS

If your facility acted as a Large Quantity Generator (LQG) of hazardous waste in any one month during the report year you are required to submit the Hazardous Waste Biennial Report for odd numbered report years and the Annual Manifest report for even numbered years.

TREATMENT, STORAGE, DISPOSAL FACILITIES

If your facility treated, stored, or disposed of hazardous wastes on-site in units subject to RCRA permitting requirements during the report year, you are required to file the Hazardous Waste Biennial Report for odd numbered years and the Indiana Annual Manifest report for even numbered years.

CONDITIONALLY EXEMPT GENERATORS OR UNREGULATED FACILITIES

If your facility did not act as a large quantity generator, a small quantity generator, or a treatment, storage, or disposal facility at any time the report year, you are not required to submit a report.

HOWEVER   If you received a reminder notice of your reporting responsibilities, it means that the OLQ database lists your facility as being subject to the reporting requirements. This means we will be expecting either the Biennial or Annual report from you. Even if you are not required to file either report, you MUST respond to our notice by returning the *"Hazardous Waste Handler Identification Form"* and indicating your correct generator status for both the reporting year and the current year so that we may update our records.

HAZARDOUS WASTE GENERATOR DEFINITIONS

LARGE QUANTITY GENERATOR (LQG):   A site that, in any calendar month:

- Generates 1,000 kilograms (2200 pounds) or more of hazardous waste
- Generates more than a total of 1 kilogram (2.2 pounds) of acute hazardous waste
- Generates more than a total of 100 kg (220 pounds) of spill cleanup material contaminated with acute hazardous waste
- Accumulates more than 1 kg (2.2 pounds) of acute hazardous waste at any time during the year.
- Accumulates more than 100 kg (220 pounds) of spill cleanup material contaminated with acute hazardous waste

SMALL QUANTITY GENERATOR (SQG):   A site that, in any calendar month:

- Generates more than 100 kilograms (220 pounds) but less than 1,000 kilograms (2200 pounds) of hazardous waste
- Accumulates more than a total of 1,000 kilograms (2200 pounds) of hazardous waste at any time during the year regardless of the rate of generation.

CONDITIONALLY EXEMPT SMALL QUANTITY GENERATOR (CESQG):
A site that, in any calendar month:

- Generates 100 kg (220 lbs) or less of hazardous waste
- Generates 1 kg (2.2 lbs) or less of acute hazardous waste
- Generates 100 kg (220 lbs) or less of spill cleanup material contaminated with acute hazardous waste

AND: Treats or disposes of the hazardous waste in a manner consistent with the regulatory provisions of 329 IAC 3.1.

NOTES

- If a CESQG accumulates > 1000 kg of hazardous waste they become an SQG.
- If an SQG accumulates more than 6000 kg (13,228 lb) of hazardous waste they become a TSD. *(They may store waste up to 180 days or 270 days if shipped > 200 miles away)*
- If a CESQG or SQG accumulates > 1 kg of acute hazardous waste or > 100 kg of spill waste they become an LQG.

REQUIRED FORMS

FORM ID - HANDLER IDENTIFICATION FORM

This pre-printed form displays the identification information currently listed in IDEM's records for hazardous waste handlers. It is the cover page to the report and serves as a certification statement for the information in the report.

This form is not in this booklet, but is sent each year with the reporting reminder letters sent in December. If you did not receive this form, you may obtain it by going to http://www.in.gov/surveytool/public/survey.php?name=HW_Handler_ID or by contacting one of the individuals listed under the section "Assistance".

ALL sites who receive the reminder letter must submit the Handler ID form. Sites should review the information on this form for completeness and accuracy, make any necessary changes, sign, and return the form with the report. If you are reporting electronically, the ID form must still be sent in hard copy.

FORM SI – RCRA SUBTITLE C SITE IDENTIFICATION FORM

This is the form used in the Easitrak software. It is the EPA 8700-12 form. It must be completed in order to file electronically, though we do not use this form to update Indiana's records. If you are submitting a paper report, this form is not required. It should NOT be submitted in place of the Handler ID form.

OS - OFF-SITE SHIPMENTS

This form is used to record summarized information from manifested hazardous waste shipments that are transported off-site. One OS form should be submitted for each unique hazardous waste shipped off site during the report year. Do not put more than one waste stream on the same OS form. The amounts of each waste stream shipped to a specific TSD (designated facility) should be summarized and place on one line on the OS form. Do not enter a line for each waste shipment.

WG - WASTE RECEIVED FROM OFF-SITE

The WG form identifies the types and amounts of hazardous waste that was received from off-site and the methods used to manage the waste. This form is completed by those companies who accept hazardous waste generated by other companies for the purpose of treatment, storage, and/or disposal. The treatment, storage, and disposal activities mentioned here require either having Interim Status or a Hazardous Waste Permit from IDEM.

WHEN, WHERE, AND HELP

DUE DATE

The report must be submitted by March 1st. An extension until April 1 may be granted. Send an e-mail to olqregulatoryreporting@idem.in.gov with an explanation of why the extension is needed. Extension requests received on or after March 1st will not be considered.

SEND COMPLETED FORMS TO:

Indiana Department of Environmental Management
Office of Land Quality
Regulatory Reporting Section
100 N Senate Avenue, Room 1101
Indianapolis, Indiana 46204-2251

FOR ASSISTANCE CONTACT:

Regulatory Reporting Section   317-233-0066 or olqregulatoryreporting@idem.in.gov
Yuliia Sheron   317-233-4624 or ysheron@idem.in.gov

ADMINISTRATIVE NOTES

DOCUMENTS NEEDED FOR FILLING OUT THE REPORT

In preparing the report, you will need to consult your records on the quantities and types of hazardous waste shipped. Records that will be helpful are listed below.
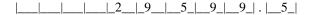
- Hazardous Waste Manifest forms;
- Hazardous Waste report forms from previous years;
- Results of laboratory analysis of your wastes;
- Contracts or agreements with off-site facilities managing your wastes; and
- Copies of permits for on-site waste management systems.

PAGE NUMBERING

Each form type (OS, WG) should be numbered separately. The individual page number and the total number of pages for that form type should appear at the bottom of each page. For example, if there are 5 OS forms, they should be numbered page 1 of 5, page 2 of 5, etc. If it is necessary to continue information onto another page, make additional copies of the form and number the additional pages with the same page number as the first page, followed by a letter (e.g. page 1a, 1b, etc.). When continuing information on a supplemental page, enter only the information that is being continued.

RIGHT JUSTIFICATION OF QUANTITIES

Right justify all quantities reported on the forms. Please note that there is a decimal point already on the form. For example, enter a quantity of 29,599.5 tons as follows:

|__|__|__|__|_2_|_9_|_5_|_9_|_9_| . |__5_|

CODE LISTS

Please use **only** the codes included in the instructions or in the lists of codes provided. The "Other" and "Unknown" codes should be used sparingly. If you do use an "Other" or "Unknown" code, please provide an explanation in the Comments section of the form. When using the electronic software the categories for the codes are not provided. Sometimes this is a useful tool for selecting a code so please refer to the hard copy code lists for complete information.

EPA HAZARDOUS WASTE CODES

Please refer to the Federal regulations 40 CFR 261 for complete lists and detailed descriptions of waste codes.

D wastes Characteristic Hazardous Waste
F wastes Hazardous Waste from Non-specific sources
K wastes Hazardous Waste from specific sources
P wastes Discarded commercial chemical products, off-specification species, container residuals, and spill residuals thereof - Acute Hazardous waste
U wastes Discarded commercial chemical products off-specification species, container residues, spill residues thereof - Toxic wastes

ALPHANUMERIC FIELDS

Please do not use the characters below in text fields.

- { } > < + / % & ( ) ; "
- If the "<" or ">" symbols are used to indicate less than or greater than, it is recommended that these symbols be replaced with "LT" or "GT".

COMMENT SECTION

There is no comment section on the OS form. If you need to clarify an entry put a note at the bottom of the page.

CONFIDENTIAL BUSINESS INFORMATION

You may not withhold information from the Commissioner because it is confidential. However, when the Commissioner is requested to consider information confidential, it must be treated according to regulations contained in 329 IAC Rule 3. These regulations provide that a business may, if it desires, assert a claim of business confidentiality covering all or part of the information furnished to IDEM. Section 3.1-3-3 explains how to assert a claim. IDEM will treat information covered by such a claim in accordance with the procedures set forth in Rule 3. If someone requests release of information covered by a claim of confidentiality or if IDEM otherwise decides to make a determination as to whether such information is entitled to confidential treatment, IDEM will notify the business. If the business does not claim confidentiality when it furnishes the information, IDEM may make the information available to the public without notice to the business.

HOW TO REPORT REJECTED LOADS

From time to time generators will have the waste they sent off-site rejected. The shipment will either be considered a partial rejection or a full rejection. EPA manifest regulations must be followed when dealing with rejected loads. A rejected load can be either diverted to an alternate TSD facility or returned to the generator. How each is handled depends on the type of rejection, and where the rejected load is to be sent. Reporting for the Annual Manifest Report depends on how the rejected waste was handled.

Quantities of rejected waste are reported each time it is shipped. Generators will report the quantity of waste the first time the waste is shipped, when it is diverted to an alternate TSD facility (if a new manifest has been created), and when the waste is shipped a second time because the waste was returned to the generator. TSD facilities will report shipping the waste if it is sent back to the generator. The following are four (4) examples of how to report waste that is rejected, sent back to the generator, or diverted to an alternate TSD facility.

Example 1:   Generator ships waste that gets rejected (full or partial) and the TSD facility sends it back to the generator using a new manifest. The generator then ships the waste again to a different TSD facility.

- ◆ The generator would report the full amount that was shipped, then place a check mark in the top part of the Rejected/Returned box on the report form OS. The generator would then complete another line to show the returned waste going to the other TSD facility and would not check any part of the Rejected/Returned box.

- ◆ The original TSD facility would report the entire amount of the waste as received, then would complete an OS form to report the waste being shipped (returned to the generator), then mark the lower portion of the Rejected/Returned box of the OS form.

Example 2:   Generator ships waste that is fully rejected and the TSD facility returns the entire shipment back to the generator using the original manifest. The generator then ships the waste again to a different TSD facility.

- ◆ The generator would report the full amount that was shipped, then place a check mark in the top part of the Rejected/Returned box on the report form OS. The generator would then complete another line to show the returned waste going to the other TSD facility and would not check any part of the Rejected/Returned box.

- ◆ The original TSD facility would not report any of the waste as being received and would not report the waste being shipped off-site.

Example 3:   Generator ships waste that is fully rejected and the entire shipment is diverted to an alternate TSD facility using the original manifest.

- ◆ The generator would only report the full amount that was shipped to the alternate TSD facility. No waste would be reported as being shipped to the original TSD facility. No marks are to be made in the Rejected/Returned box of the report form OS.

- ◆ The original TSD facility would not report any of the waste as being received and would not report the waste being shipped off-site.

- ◆ The alternate TSD facility would report the waste being received.

Example 4:   Generator ships waste that is partially rejected and part of the shipment is diverted to an alternate TSD facility using new manifest.

- ◆ The generator would report the full amount that was shipped, then place a check mark in the top part of the Rejected/Returned box on the report form OS. The generator would then complete another line to show the returned waste going to the other TSD facility and would not check any part of the Rejected/Returned box.

- ◆ The original TSD facility would report the entire amount of the waste as received, then would complete an OS form to report the waste being shipped to alternate TSD, then mark the lower portion of the Rejected/Returned box of the OS form.

- ◆ The alternate TSD facility would report the waste being received.

If you should have any questions on how to report rejected loads, please contact olqregulatoryreporting@idem.in.gov.

SPECIAL SITUATIONS

STATE REGULATED WASTES

Indiana does not regulate any waste streams except the federal wastes.

WASTE EXEMPT FROM REPORTING

The following are wastes that are not required to be reported on the report:

- Exclusions   40 CFR 261.4,
- Spent Lead Acid Batteries 40 CFR 266.80,
- Universal Waste   40 CFR 273,
- Used Oil   40 CFR 279, and
- Any non-RCRA waste that other states may require to be manifested.

USED OIL

- Oil which meets the definition of used oil and is destined for recycling rather than disposal is manageable under 329 IAC 13 (and 40 CFR 279) and should not be reported.

- Used oil that exhibits hazardous characteristics and is intended for recycling is regulated under the Used Oil rule and does not need to be reported.

- **HOWEVER** if used oil is mixed with a RCRA regulated listed or characteristic hazardous waste, the entire mixture is regulated and must be reported.

- Processors and re-refiners of Used Oil are required to submit a report every other year describing their used oil activities. A separate report form will be sent to facilities listed as used oil processors and re-refiners in the OLQ database. The Used Oil report form can also be found on the web at http://www.in.gov/idem/5157.htm#olq_hw .

WASTE BULKED BY TRANSPORTERS

When a TSD receives waste from a transporter that has bulked the waste, the WG forms should report the individual generators from which the waste was received.

DO NOT LIST THE TRANSPORTER AS THE GENERATOR.

LAB PACKS

- You may aggregate lab pack wastes unless they meet the following conditions:

  - If they contain RCRA acute hazardous wastes (i.e., EPA hazardous waste codes F020, F021, F022, F023, F026, F027, and all 'P' waste codes). Report these separately from lab packs containing other RCRA hazardous wastes (all other EPA hazardous waste codes).

  - If they are managed differently from each other. For example, report lab packs shipped to landfills separately from those incinerated.

- It is not necessary to report every EPA hazardous waste code included in a batch of lab packs. Record one, or a few predominant, EPA hazardous waste codes. If there are many EPA hazardous waste codes associated with the batch of lab packs, enter 'LABP' as the waste code.

- When reporting quantities for lab packs:

  - Include the weight of the containers if they are disposed (e.g., landfilled) or treated (e.g., incinerated) with the waste.
  - Exclude the weight of the containers if the waste is removed from the containers before treatment or disposal.

ASBESTOS AND PCB WASTE

Indiana does not require that these wastes be reported unless:

- A listed RCRA hazardous waste (i.e. EPA hazardous waste code that begins with F,K, P, or U) is mixed with the asbestos or PCBs, in which case the entire mixture is a hazardous waste or;

- The waste possesses one or more of the characteristics that result in assigning an EPA hazardous waste code beginning with D.

GROUNDWATER CONTAMINATED BY LEACHATE

Groundwater contaminated by RCRA hazardous waste leachate is not considered a solid waste and is therefore not classified as a hazardous waste. However, because hazardous waste is 'contained in' the groundwater, it must be treated 'as if' it were a RCRA hazardous waste. When reporting groundwater contaminated by leachate you should report the quantities shipped off site for management and quantities received from off site and managed on site.

WASTES RECEIVED FROM CONDITIONALLY EXEMPT SMALL QUANTITY GENERATORS (CESQG)

Waste management facilities sometimes receive hazardous wastes from large numbers of Conditionally Exempt Small Quantity Generators (CESQGs) or other sites that do not have RCRA Identification Numbers. To minimize the response burden for filling out the WG form for these wastes, you may aggregate the wastes across generating sites, in accordance with the following guidelines:

- All the wastes must have the same EPA hazardous waste code and management method code.

- Wastes received from different states must be reported separately. For the off-site handler RCRA ID number, the entry should include the two letter postal code of the originating state, followed by the letters 'CESQG'. For example, wastes received from several CESQGs in the State of Alaska (AK) that share a common EPA hazardous waste code, form code, and management method code could be aggregated in a single waste block on Form WG (e.g., Waste 1). The off-site handler RCRA ID number would be entered as 'AKCESQG'.

UNIVERSAL WASTES

- A facility that receives universal waste and treats it or disposes of it must report that waste.

- If a TSD accumulates universal waste, but does NOT treat or dispose of it, they do not need to report it.

- Other types of universal waste handlers do not have to report the waste.

WASTE RECEIVED FROM FOREIGN COUNTRIES

Form OS - If your site was the generator of record and was the U.S. Importer for hazardous waste received from a foreign country (other than a foreign Department of Defense site, Maquiladora, U.S. territory or protectorate), complete a Form OS. List the Import Notification and other foreign generator information in Comments. Report the name and address of all foreign generators.

Form WG - If your site received hazardous waste directly from a generator in a foreign country (other than a foreign Department of Defense site, Maquiladora, U.S. territory or protectorate), complete a Form WG for the waste treated, recovered, or disposed at your site. This waste was not shipped to your site by a U.S. Importer. Report the code **"FC"** followed by the name of the foreign country in Box C. Include the Import Notification and other foreign generator information in the comments section.

WASTE EXPORTED TO FOREIGN COUNTRIES

RCRA hazardous wastes exported directly to a foreign country **should not be reported** on OS Form. Rather, hazardous waste exports should be reported on the Annual Report required under 40 CFR 262.56.

RCRA-RADIOACTIVE MIXED WASTES

By themselves, source material, special nuclear material, or byproduct materials (See Definitions section), as defined by the Atomic Energy Act of 1954 and amended by 42 U.S.C. 2011 et. seq., are not classified as hazardous wastes under RCRA. However, if these materials are mixed with a RCRA hazardous waste, the material is controlled under RCRA regulation, as well as under the Atomic Energy Act (DOE, NRC, and EPA) regulations, and must **be reported**.

HANDLER ID FORM INSTRUCTIONS

The Handler ID form displays the information currently contained in the Office of Land Quality records for a hazardous waste handler. This information was obtained from the Notification of Regulated Waste Activity form (8700-12) submitted to obtain an ID number, or from other documentation received by OLQ.

This form is sent yearly to large and small quantity generators along with the reminder about hazardous waste reporting requirements. It serves as a certification and cover sheet for these reports. It may also be used to make changes to handler identification information at any time during the year.   The needed changes should be written in the blank lines to the right of each item.

WHEN TO USE THE HANDLER ID FORM

- When the mailing address for your installation changes
- When the ownership of your installation changes
- When the contact person for your installation changes
- When the type of regulated waste activity your installation conducts changes.

INITIAL NOTIFICATIONS

To apply for a RCRA hazardous waste identification number for the first time, use the U.S. EPA Notification of Regulated Waste Activity form (form 8700-12 or RCRA Subtitle C Site Identification Form). This form is available at: http://www.in.gov/idem/landquality/2372.htm. You may also contact olqregulatoryreporting@idem.in.gov 317-233-0066 to obtain a paper copy of the notification form.

CHANGE OF LOCATION

The RCRA ID number is site specific. If your company has moved you can no longer use your old ID number.   A new ID number is required for the new location. You must apply for the new number using the EPA Notification of Regulated Waste Activity form as described above. You will receive your new number within 5 working days after receipt of a complete notification form by the Office of Land Quality.

CHANGE OF OWNERSHIP

If there is a change in the owner of the installation you may use either the EPA Notification of Regulated Waste Activity form (form 8700-12) or the Handler ID form to notify OLQ.

The following reference documents may be useful in completing this form. They can be found at http://www.in.gov/idem/landquality/2371.htm.

- ◆ Lists of Hazardous Wastes
- ◆ Universal Waste Rule
- ◆ Complying with Indiana's Used Oil Rule
- ◆ U. S. EPA Managing Your Waste: A Guide for Small Businesses

REGULATORY CITATIONS

- ◆ Federal hazardous waste regulations can be found on line at:
  http://www.epa.gov/epawaste/laws-regs/regs-haz.htm
- ◆ chapter 1; parts 260-265
- ◆ State hazardous waste regulations can be found on-line at:
- ◆ http://www.in.gov/legislative/iac/ ; Title 329

ASSISTANCE

Regulatory Reporting Section: 317-233-0066 or olqregulatoryreporting@idem.in.gov
Yuliia Sheron   317-233-4624 or ysheron@idem.in.gov

WHERE TO SEND THE FORM

   Indiana Department of Environmental Management
   Office of Land Quality, Regulatory Reporting Section
   100 North Senate Avenue, Room 1101
   Indianapolis, Indiana 46204-2251

RCRA ID NUMBER The number assigned to a location to conduct hazardous waste activity.

NAME

The name of the installation. If the name has changed, write the new name in the blank. If the name change is due to a change in ownership, fill in the new owner information. The RCRA ID number will be transferred to the new owner after the Office of Land Quality receives this form.

LOCATION ADDRESS

The address of the physical location of the site where the hazardous waste is being generated or managed. If this has changed due to an address change by the post office, please mark the appropriate blank.

WARNING! *The RCRA ID number is site specific. If your company has moved you may no longer use your old ID number.* A new ID number is required for the new location. OLQ will send your new number within 5 working days after receipt of a complete form.

HAZARDOUS WASTE GENERATOR ACTIVITY

OLQ RECORDS	The generator status currently listed in OLQ's records for this location.
CURRENT GENERATOR STATUS	Mark the category that describes the current generator status of the installation. If you mark that waste is no longer generated, we will deactivate your ID number. You may not use the number for manifesting hazardous waste again until you have sent an EPA form 8700-12, "Notification of Regulated Waste Activity" or a Handler ID form to IDEM and have received confirmation that your number has been reactivated.
HIGHEST STATUS IN 20XX	Mark the category that describes the highest generator status the installation acted as during the indicated year. If the facility was an LQG any one month, mark LQG. If it was an SQG every month, mark SQG, etc.

- If the installation operated as an LQG in any one month during the year, it must report as an LQG on the Biennial or Annual Manifest report and will be subject to the hazardous waste large quantity generator annual operation fee.

- If the installation operated as an SQG in any one month (but was not an LQG in any one month), it must file the Annual Manifest report for the year.

- If the business is no longer in operation but waste was generated during the year reports and fees are still required. Please explain the circumstances in the comments.

MAILING ADDRESS   The mailing address of the facility.

CONTACT FOR HAZARDOUS WASTE ACTIVITIES

The person who should be contacted regarding hazardous waste activities at this location. All correspondence related to hazardous waste will be sent to this address.

CONTACT FOR ANNUAL/BIENNIAL REPORT QUESTIONS

If this form is being submitted with an annual or biennial report, use this space to record the name, title, e-mail address and phone number of the person who should be contacted regarding questions on the report. If this contact is the same as the hazardous waste contact, this may be left blank.

CERTIFICATION

The owner, operator, or an authorized representative of the installation must sign and date this form.

HW FEES CONTACT

Large quantity generators are required to pay an annual operation fee. The fee invoice will be sent to the contact for hazardous waste activities. If the invoice should be sent to someone else, the name, address, and phone information should be recorded in this space.

BUSINESS OWNER

The name and address of the legal owner of the business. If there has been a change in ownership, the ID number will be registered with the new owner. The ID number will remain the same for this location. Please fill in the date the ownership changed. Confirmation of the change will be sent to the new owner.

PROPERTY OWNER

If the property owner is different from the business owner, please enter this in the space provided.

NAICS CODES

The North American Industrial Classification System code describes the principal product produced or distributed by your company or the type of services rendered**.** Go to **www.naics.com** to find a code for your facility. Enter the entire six digit code that best describes your facility.

OTHER HAZARDOUS WASTE ACTIVITIES

EXEMPT BOILER AND/OR INDUSTRIAL FURNACE

If you burn hazardous waste in a smelting, melting, or refining furnace solely for metals recovery, as described in 40 CFR 266.100(c), or to recover economically significant amounts of precious metals as described in 40 CFR 266.100(f), mark an X in the box to indicate that you qualify for the smelting, melting and refining exemption.

If you burn small quantities of hazardous waste in an on-site boiler or industrial furnace in accordance with the conditions in 40 CFR 266.108, place an X in the box to indicate that you qualify for the Small Quantity On-Site Burner Exemption.

TRANSPORTER

This block indicates that your company transports hazardous waste, **not** that you hire someone to transport your waste.

TSD FACILITY

"Yes" means your facility is listed as a treatment, storage, or disposal facility with interim status or a permit. It includes handlers who are inactive, but who have not yet completed RCRA closure. If you are an inactive TSD undergoing a RCRA closure you will remain in our records as a TSD until you complete closure. There is no need to update this block, updates to TSD status must go through the OLQ Permit section.

US IMPORTER OF HAZARDOUS WASTE

Place an X on the line if you import hazardous waste from a foreign country into the United States. Refer to 40 CFR 262.60 for additional information.

MIXED WASTE GENERATOR (HAZARDOUS AND RADIOACTIVE)

Place an X on the line if you are a generator of mixed waste, i.e. waste that is both hazardous and radioactive. RCRA defines "mixed waste" as waste that contains both hazardous waste and source, special nuclear, or by-product material subject to the Atomic Energy Act (AEA), RCRA section 1004(41), 42 U.S.C. 6903 (63 FR 17414; April 9, 1998).

WASTE CODES

Enter the four waste codes that best describe the waste generated. More detailed waste codes will be collected on the Hazardous Waste Biennial report and the Annual Manifest report. These codes can be found in Box 13 of your manifest.

USED OIL ACTIVITIES

This section lists the type of used oil management activities listed in our records for your facility. If you are just a generator of used oil this section does not apply to you.

UNIVERSAL WASTE ACTIVITIES

- Your facility is a large handler of universal waste if it accumulates a total of 5,000 kg (11,000 pounds) or more of any universal waste (calculated collectively) at any time.
- If the facility is a large handler place an x next to the type of waste that is generated or accumulated.
- Your facility is a destination facility if it treats, disposes of, or recycles universal wastes on site. A hazardous waste permit is required if you treat or dispose of universal wastes; a permit may be required if you recycle universal wastes.

TRANSFER FACILITY

If you have a facility that qualifies as a hazardous waste transfer facility per 329 IAC 3.1-8-4, indicate the types of transfer activities that are conducted at your facility.

COMMENTS   Enter any additional comments you have regarding this form.

FORM OS INSTRUCTIONS

WHO MUST SUBMIT THIS FORM

A site that is required to file the Annual Manifest Report must submit Form OS if, in the previous calendar year, the site shipped RCRA hazardous waste off-site and was a large quantity generator(even year) or a small quantity generator(every year).

PURPOSE OF THIS FORM

Form OS summarizes the RCRA hazardous waste shipped off-site each year.

HOW TO FILL OUT THE paper FORM

 A separate OS form must be completed for each individual waste stream shipped off-site. A separate entry on each OS form must be made if the same waste stream was sent to more than one TSD facility.

WASTES TO BE REPORTED

Report any RCRA hazardous waste that was shipped off-site in the previous calendar year. Report any waste that was rejected back to you (the generator). Do not subtract this quantity from your total quantity of waste shipped off-site. This waste that was sent back to you is being reported because it was shipped off-site, even though it was returned. If the rejected waste is shipped off-site again, then it should be reported a second time because it was shipped off-site twice. The quantities you are reporting will not represent the quantity of waste generated but the quantity of waste shipped off-site. TSD facilities that return waste to the generators must report this waste being shipped. See "Rejected Loads (How to report rejected loads (for generators and TSD facilities))" for more information on how to report rejected loads.

REPORT YEAR (upper right corner)

Enter the four-digit year the report information covers.

RCRA EPA ID

Enter 12-digit identification number assigned to your site.

GENERATOR NAME

Enter the name of your facility.

HAZARDOUS WASTE DESCRIPTION

Provide a short narrative description of the waste. In addition to the U.S. DOT description also provide a clear simple description to further describe the waste. This information can be found in box 9 of the Uniform Hazardous Waste Manifest.

WASTE CODES

Enter the EPA hazardous waste code(s) that applies to the waste reported. Waste codes start with D,F,P,K, or U, and are followed by three numbers. If more than seven (7) waste codes apply, list only the most appropriate seven (7) waste codes. If the waste does not have a RCRA waste code and is not RCRA hazardous it should not be reported. This information can be found in box 13 of the Uniform Hazardous Waste Manifest.

TSD FACILITY RCRA ID NUMBER

Enter the 12-digit RCRA Identification Number of the off-site handler to which the waste was sent. If the same waste stream was sent to more than one TSD facility, you must make separate entries on the form for each TSD facility. This information can be found in box 8 of the Uniform Hazardous Waste Manifest (designated facility) or box 18b if the waste was diverted to an alternate TSD facility.

TSD FACILITY NAME, LOCATION CITY, AND STATE

Enter the name, location city, and state of the TSD where the waste was sent. The TSD information can be found in box 8 of the Uniform Hazardous Waste Manifest or box 18b if the waste was diverted to an alternate TSD facility.

QUANTITY SHIPPED

For the waste reported, enter the total quantity sent to the TSD facility for the reporting year. The total amount of each unique waste stream shipped to each TSD for the entire year should be totaled and entered on one line. If more than one shipment of this waste was sent to the TSD facility, add the quantities and report only the sum. DO NOT make an entry for each shipment. This is in box 11 on the manifest

UNIT OF MEASURE

Check one of the four boxes that represent the unit of measure used for the quantity reported. The quantity must be reported in one of the four units. Waste quantities reported in volume will not be accepted. This is in box 12 on the manifest. If you do not know the weight you should contact the designated facility (TSD) who accepted the waste or refer to our Conversion factors table on Page 30 of these Instructions.

MGMT CODE (MANAGEMENT CODE)

This item is required to be completed. Enter the code from box 19 of the Uniform Hazardous Waste Manifest that corresponds with each waste stream. This code describes the process system in which the waste was managed once it reached the TSD facility. A list of Management Codes can be found in Appendix A. The code should be the one used by the TSD who accepted your waste, not the code for the final disposition (if different). If the TSD who accepted the waste stored it and then sent it elsewhere the code H141 should be used.

NOTE: These codes have changed for 2013. The code on your manifest may no longer be valid. Refer to the Management Method Code list to find the correct new code to use.

OF SHIPMENTS

Enter the total number of shipments that were sent to each TSD facility for the entire year for the waste reported.

REJECTED/RETURNED

Place a check mark in the appropriate space if any of the waste reported was rejected or if you returned the waste to the generator. See "How to report rejected loads" for more information on how to complete this section.

TRANSPORTER RCRA ID NUMBER

List the RCRA identification number for each transporter used to ship the waste reported. Transporter information can be found in boxes 6 and 7 of the Uniform Hazardous Waste Manifest.

TRANSPORTER NAME

Enter each transporter's name.

FORM WG INSTRUCTIONS

WHO MUST SUBMIT THIS FORM

A site that is required to file the Annual Manifest Report must submit this form if, during the previous calendar year, it received RCRA hazardous waste from off-site.

PURPOSE OF THIS FORM

Form WG identifies hazardous wastes that were received from other hazardous waste handlers and the method(s) used to manage them.

HOW TO FILL OUT THIS FORM

You may report waste received from more than one off-site source on the same page of the form. A separate part must be completed for each hazardous waste received from each off-site handler.

WASTE BULKED BY TRANSPORTERS

When a TSD receives waste from a transporter that has bulked the waste, the WG forms should report the individual generators from where the waste originated.

**NOTE: DO NOT LIST THE TRANSPORTER AS THE GENERATOR.*

REPORT YEAR (upper right corner)

Enter the four-digit year the report information covers.

RCRA EPA ID

Enter 12-digit identification number assigned to your site.

TSD FACILITY NAME

Enter your site's name.

EPA WASTE CODES

Enter the EPA hazardous waste code(s) that applies to the waste reported. If more than six (6) waste codes apply, list only the most appropriate six (6) waste codes. Non RCRA waste should not be reported. Waste codes can be found in box 13 of the Uniform Hazardous Waste Manifest.

HAZARDOUS WASTE DESCRIPTION

Provide a short narrative description of the waste. Please provide the U.S. DOT description and any additional description that might be needed to describe the waste. This information can be found in box 9b of the Uniform Hazardous Waste Manifest.

GENERATOR RCRA ID NUMBER

Enter the 12-digit RCRA Identification Number of the off-site handler from which the waste was received. This information is in box 1 of the Hazardous Waste Manifest. If the generator is a CESQG and does not have an EPA Identification Number, enter the generator's two-character state abbreviation followed by "CESQG" (for example INCESQG). If the generator is from a foreign country and does not have an EPA Identification Number, enter "FC".

QUANTITY RECEIVED

Enter the total quantity of the waste received from the off-site source. If more than one shipment of this waste was received from the source, add the quantities and report only the sum.

UNIT OF MEASURE

Check one of the boxes that represent the unit of measure used for the quantity reported. The quantity must be reported in pounds, tons, kilograms or metric tons.   Waste quantities reported in volume will not be accepted.

MGMT CODE (MANAGEMENT CODE)

This item is required to be completed. Enter the code from box 19 of the Uniform Hazardous Waste Manifest that corresponds with each waste stream. A list of Management Codes can be found in Appendix A.

These codes have changed. The code on your manifest may no longer be valid. Refer to the Management Method Code list to find the correct new code to use.

GENERATOR NAME AND LOCATION ADDRESS

Enter the generator's name and location address. The location address should consist of physical location address, city, and state.

ELECTRONIC SUBMITTAL INSTRUCTIONS

All reports should be submitted electronically. The Easitrak software application provided by American Resource Management should be used to make this submittal. This web based version allows you to create forms, save and modify them as needed, and then send them to the state.

Submitters who have their own system and can create flat files may use the approved flat file format to create files from their own database. Contact olqregulatoryreporting@idem.in.gov to request a copy of the flat file specifications.

SIGNING INTO ARM EASITRAK

- ◆ Go to the ARM website at www.arminc.net
- ◆ State info, documentation, & support information can be found on the home page before you log into a specific report year. You should review this information.
- ◆ To continue to the software, select the current report year.

PASSWORDS & SECURITY QUESTIONS

- ◆ You must register as a new generator user and create a new password every year.
- ◆ The password is case sensitive.
- ◆ The system will ask that you create answers to four security questions. One of these will be asked before you can submit the data.
- ◆ The answers to the security questions are case sensitive.

GENERATOR STATUS

- ◆ The generator status you select when you register as a new user should be your status during the report year.
- ◆ If you were an SQG at least one month but never an LQG you should be reporting as an SQG.
- ◆ If you were an LQG in any one month of the report year you should be reporting as an LQG.

HANDLER ID FORM

- ◆ THE INDIANA HAZARDOUS WASTE HANDLER ID FORM MUST BE FILED EVEN WHEN YOU SUBMIT ELECTRONICALLY. THE REPORT WILL NOT BE COMPLETE WITHOUT THIS FORM.
- ◆ If you did not receive an ID form go to http://www.in.gov/surveytool/public/survey.php?name=HW_Handler_ID to request one.

FORM SI RCRA SUBTITLE C SITE IDENTIFICATION FORM

- ◆ This form needs to be filled out completely and accurately, including the waste codes. We realize this is a duplication of the Handler ID form but there is a reason for it.
- ◆ The SI form should not be printed and sent in place of the Indiana Handler ID form.

DECLARATION OF ELECTRONIC FILING

- This form must be signed and sent in hard copy, along with the Indiana Handler ID form.
- This form can be found under the "Reports" option in Easitrak
- The Handler ID form and Declaration forms should be sent at the same time and AFTER you submit the report electronically.

SUBMITTING THE REPORT

- After all your data is entered & correct select the "Submit" option to send to IDEM.
- If you need to make corrections after the report is sent, contact olqregulatoryreporting@idem.in.gov to request that your report be unlocked.

Submittal error
If you get an error box that states "You must type correct answer before submitting"

- Under the address bar and above the Easitrak banner there is a popup or question line in yellow shading.
- Right click on this and accept scripting
- Then click on "Submit" again. One of the security questions will appear.

INSTRUCTIONS

- Complete instructions for each form type can be found in the Annual Manifest or Biennial Hazardous Waste Reports instructions at http://www.in.gov/idem/landquality/2373.htm .
- Complete Easitrak instructions with screen shots can be found in the software under the "instruction tab" after you have logged in.
- The notes below are intended to features of Easitrak that need additional clarification.

ALPHANUMERIC FIELDS

 Please do not use the characters below in text fields.

- { } > < + / % & ( ) ; "
- If the "<" or ">" symbols are used to indicate less than or greater than, it is recommended that these symbols be replaced with "LT" or "GT".

QUESTIONS

- First try going to www.arminc.net & click on the "support" tab
- For data issues contact 317-233-0066 or olqregulatoryreporting@idem.in.gov
- For software issues send an e-mail to info@arminc.net

CONVERSION FACTORS TO CALCULATE POUNDS

GASES – To convert from standard cubic feet (SCF) to pounds, multiply by:

Hazardous Material	lbs/scf	Hazardous Material	lbs/scf
Acetylene	0.073	Hydrogen	0.0056
Ammonia	0.048	Methane	0.0448
Argon	0.112	Neon	0.544
Bromine	0.446	Nitrogen	0.078
Carbon Dioxide	0.1235	Nitrous Oxide	0.123
Chlorine	0.201	Oxygen	0.0834
Fluorine	0.102	Propane	0.123
Helium	0.0111		

Example: 250 SCF of Oxygen x 0.0834 = 20.85 pounds
Amount of gas multiplied by the conversion factor

LIQUIDS – To convert from gallons to pounds, multiply by:

Hazardous Material	lbs/gal	Hazardous Material	lbs/gal
Ammonium Hydroxide (Aqueous)	7.75	MEK	7.0
Antifreeze (New or Waste)	8.8	Motor Oil (New or Used)	7.5 (range 7.3-7.8)
DF2000 (dry cleaners)	6.4	Paint	8.0
Diesel	7.3	Perchloroethylene	13.4
Ethanol	6.5	Propane	4.5
Formaldehyde	8.7	Sodium Hydroxide	12.8
Gasoline	6.0 (range 5.8-6.2)	Sodium Hypochlorite (liquid chlorine)	10.2
Hydrochloric Acid (muriatic)	9.67	Sulfuric Acid	15.3
Isopropyl Alcohol	6.55	Water	8.3
Kerosene	7.0		

Example: 55 gallons of used oil x 7.5 = 412.5 pounds

For determining pounds of liquid hazardous materials not listed above, get specific gravity number from the Material Safety Data Sheet (MSDS). Multiply specific gravity number times 8.3. Then multiply that number times the maximum amount of gallons facility stores. This is the number of pounds that facility stores.

Example: ChemKool MSDS lists specific gravity as 1.08
1.08 x 8.3 lbs/gal = 8.964 lbs/gal
55 gallons of ChemKool x 8.964 = 493.02 pounds

FORM SUBMITTAL CHECKLIST

❑ Did you submit all of the required forms?

❑ Did you submit the correct forms for your generator status and the
   year?

❑ Did you submit a signed hard copy of the Handler ID form? NOTE:
   The Handler ID form is NOT the entire report.

❑ If you did not generate and/or ship during the report year did you
   send the signed Handler ID form to clarify and update your status?

❑ If you filed electronically did you submit a Declaration of Electronic
   Submittal and the Handler ID form in hard copy?

❑ Did you complete every item on the forms?

❑ Did you review the most common errors described below?

HANDLER ID FORM

Changes Needed	◆ Enter any changes needed in the blanks.
Location Address	◆ If you have moved you may no longer use the same ID#. You must apply for a new one.
HW Generator Activity	◆ Be sure to mark only one item in each category.
Contact for HW Activities	◆ Be sure to include an e-mail address since all reminders are now sent via e-mail.
Certification	◆ This must be filled in with a signature.
HW Fees contact	◆ Fill this in if the Fees contact is different from the HW contact
Property Owner	◆ Fill this in if your business does not own the property where the waste is being generated.
NAICS code	◆ This is required. Go to www.naics.com to find a code
Other HW activities, Used Oil, Universal Waste,Transfer facility	◆ Fill this out only if any of these categories apply to your business.

FORM SI RCRA SUBTITLE C SITE IDENTIFICATION FORM

Reason for submittal	◆ You should check both "as a component of the Hazardous Waste Report" and " the Site was a TSD facility and/or generator of > 1000 kg of hazardous waste……..etc"
Type of Regulated Waste Activity	◆ In this section indicate the current generator status for the facility which may be different from the status claimed for the reporting year.
HSM Addendum:	◆ This has not yet been adopted in Indiana and is not required.
Certification	◆ Click on the head in the Actions column to create a new certifier.

OS FORM - ANNUAL MANIFEST REPORT

OS form	◆ Only one waste stream should be reported on each OS form.

Description	◆ The waste description must be filled in ◆ Include a simple description as well as the DOT description. ◆ Non hazardous wastes should not be reported. This includes PCBs. ◆ This is found in Box 9 on the manifest.

Waste Codes	◆ Start with D,F, P, K, U followed by three numbers ◆ Non hazardous wastes should not be reported. This includes PCBs. ◆ Found in Box 13 on the manifest

TSD Facility	◆ The TSD must be a permitted facility. ◆ Found in Box 8 on the manifest (designated facility)

Quantity	◆ The total amount of each unique waste stream shipped to each TSD for the year should be totaled and entered on one line. ◆ DO NOT enter a separate line for each shipment. ◆ The unit of measure must be in pounds, tons, kilograms, or metric tons ◆ Volumes must be converted. ◆ Found in Box 11 on the manifest

Management code	**These codes have changed. The code on your manifest may no longer be valid. Refer to the Management Method Code list to find the correct new code to use.** ◆ The management code should be the one used by the TSD who accepted your waste, NOT the final disposition of the waste. ◆ If the designated facility stored the waste on-site with no treatment and then re-manifested it elsewhere use code H141. ◆ If the waste went to a different management code at the same TSD enter a new line. ◆ Found in Box 19 on the manifest. If not there, contact your TSD facility.

# of shipments	◆ Add up all the shipments of this waste that were made to each TSD during the year.

Rejected Returned	◆ Check this box if any of your waste was rejected by the TSD facility ◆ Read the complete Annual Manifest report instructions for a discussion of this situation.

WG FORM – ANNUAL MANIFEST REPORT

WG form	◆ This form is only required from TSD facilities for even numbered years. ◆ Only one waste stream should be reported on each WG form
Waste Codes	◆ Start with D,F, P, K, U followed by three numbers ◆ Non hazardous waste should not be reported. ◆ Found in Box 13 on the manifest
Description	◆ The waste description must be filled in ◆ Found in Box 9 on the uniform hazardous waste manifest
Generator ID	◆ If the generator was a conditionally exempt small quantity generator enter the their state code followed by CESQG; i.e. INCESQG ◆ If the generator is from a foreign country enter FC ◆ Found in Box 1 on the manifest
Quantity	◆ The unit of measure must be in pounds, tons, kilograms, or metric tons ◆ Volumes must be converted. ◆ Found in Box 11 on the manifest
Management code	**These codes have changed. The code on the manifest may no longer be valid. Refer to the Management Method Code list to find the correct new code to use.** ◆ Enter the code that best describes the process system in which the waste was managed. ◆ If more than one code applies, enter the one that is most descriptive. ◆ Found in Box 19 on the manifest.

HARD COPY REPORT FORMS

◆ If you have received these instructions in hard copy, forms OS and WG follow this page.
◆ If you have gotten these instructions from the website, the report forms can be found at :
◆ http://www.in.gov/idem/landquality/2373.htm.
◆ The forms are available as both MS Word templates or in a pdf format.
◆ The Handler ID form was sent in December. See below if you do not have one.

MS Word Templates

◆ You must have Microsoft Word in order to use the templates.
◆ Open up the form template in Word and save it under a new name.
◆ Use the tab key to go from field to field.
◆ Fill in each field with the required data.
◆ If you have more than one page per form type, each page must be saved under a different
   name, i.e. Company_name_page_1, Company_Name_page_2, etc.
◆ You may send these forms to IDEM via e-mail or print them and send them in hard copy.

NOTE   If you send your forms via e-mail you must still send a signed Handler ID form in hard
           copy. Please be sure to let us know that you have sent us the rest of the forms by e-mail
           so we won't think you have not completed them**.**

HANDLER ID FORM

• In the packet mailed to handlers in December, we enclosed a customized Hazardous Waste
  Handler Identification form. This form displays the identification information currently
  recorded in the Office of Land Quality's records.

• The Handler ID form must be submitted with the Biennial or Annual Manifest report.

• If you received a reminder letter with the Handler ID form you **MUST** return the ID form
  with needed corrections even if your facility is not subject to the reporting requirements.

• If you did not receive a customized Handler ID form, you should contact one of the staff
  listed below and request that one be sent to you. Or go to
  http://www.in.gov/surveytool/public/survey.php?name=HW_Handler_ID to request one

  Regulatory Reporting Section   317-233-0066   olqregulatoryreporting@idem.in.gov
  Yuliia Sheron   317-233-4624   ysheron@idem.in.gov

MANAGEMENT METHOD CODES

	RECLAMATION AND RECOVERY
H010	Metals recovery including retorting, smelting, chemical, etc.
H020	Solvents recovery including distillation, extraction, etc.
H039	Other recovery or reclamation for reuse including acid regeneration, organics recovery, etc. (specify in comments)
H050	Energy recovery at this site– use as fuel: includes on-site fuel blending before energy recovery; report only this code.
H061	Fuel blending prior to energy recovery at another site: waste generated either on site or received from off site.
	DESTRUCTION OR TREATMENT PRIOR TO DISPOSAL AT ANOTHER SITE
H040	Incineration – thermal destruction other than use a fuel: includes any preparation prior to burning
H070	Chemical treatment (reduction/destruction/oxidation/precipitation); do not include immediate treatment in an exempt wastewater treatment unit with discharge to a NPDES-POTW. **Use this code instead of H071,H073,H075,H076,H077**
H081	Biological treatment; do not include immediate treatment in an exempted wastewater treatment unit with discharge to a NPDES-POTW .
H100	Physical treatment only; adsorption/absorption/separation/stripping/dewatering; do not include immediate treatment in an exempted wasterwater treatment unit with discharge to a NPDES-POTW. **Use this code instead of H082, H083,H101,H103,H123,H124**
H110	Stabilization prior to land disposal at another site; encapsulation/stabilization/fixation. **Use this code instead of H111, H112**
H120	Combination of chemical, biological, and/or physical treatment; do not include immediate treatment in an exempted wastewater treatment unit with discharge to a NPDES-POTW..
H121	Neutralization only: no other treatment
H122	Evaporation: as the major component of treatment; not reportable as H070, H100, or H120.
H129	Other treatment that does not include onsite disposal (specify in comments).
	DISPOSAL
H131	Land treatment or application: to include any prior treatment and/or stabilization
H132	Landfill or surface impoundment to be closed as a landfill: includes prior treatment and/or stabilization
H134	Deep well or underground injection: with or without treatment; this waste was counted as hazardous waste
H135	Discharge to sewer/POTW or NPDES : with prior storage – with or without treatment
	TRANSFER OFF-SITE
H141	The site receiving this waste stored/bulked and transferred the waste with no treatment or recovery, fuel blending, or disposal at that receiving site.

FREQUENTLY ASKED QUESTIONS

How did we get a RCRA ID number?

Your number was assigned when someone representing your company submitted a Notification of Regulated Waste Activity form 8700-12 to either the U.S. Environmental Protection Agency (EPA) or to the Indiana Department of Environmental Management (IDEM).

What is the difference between an SQG and a CEG?

Definitions of SQG's, CEG's, LQG's, TSD's and transporters can be found on page 6 of this document.

We didn't generate hazardous waste last year. Should we keep our ID number?

If you expect to generate hazardous waste in the future, you should keep your number.

We are leasing the land that our company's building is on. How do we indicate that on the Handler ID form?

List the name and telephone number of the property owner in the space provided under the Owner Information.

We are normally an SQG, but for one month last year we were an LQG. What should we check as our status on the Handler ID form?

Check LQG in the column for the previous year. In the column for the current year, check SQG. If your company acted as a large quantity generator in ANY month during the reporting year, you are considered an LQG for fees and reporting purposes.

We were an SQG some months and a CEG other months during the year. What should our status be?

Your current status should reflect the company's most common category of activity.   If you were an SQG for any one month during the year (but were not an LQG any month) you are considered an SQG for reporting purposes. However you should remember that any month that any time your generator status changes, you should be sure that you are following the appropriate regulations for that category.

We generated waste one time only and will never generate again. Do I need to send the annual operation fees? Do I need to file an annual manifest or biennial report?

If you were an LQG in any one month during the year, you are considered an LQG for the entire year for fee and reporting purposes and are subject to the fees and reporting requirements. If you were an SQG in any one month (but were not an LQG in any month), you are considered an SQG for the year for reporting purposes. You should indicate your future status on the Handler ID form.

NOTE: *If you check that you are no longer handling hazardous waste we will deactivate your RCRA ID number and you will need to reapply for it if you need to use it again.*

How did you get my name as the contact person?

Your name was listed as the contact on either the Notification of Regulated Waste Activity form 8700-12 or other documentation received by IDEM.

I have a RCRA ID number, but have never used it . Should I keep it?

If there is any possibility that you will need to ship hazardous waste off-site again you may want to go ahead and keep the number active. If you deactivate the number you will have to reapply for it before you can use it again.

How do I know which type of report I should file? Do I owe annual operation fees?

Please refer to the to the fact sheets for the Hazardous Waste reporting and Hazardous Waste Operation Fees. These can be found at: http://www.in.gov/idem/landquality/2377.htm .